

# Mesa Public Schools

## STUDENT RECORDS REQUEST

RECORDS FOR THE FOLLOWING STUDENT ARE TO BE RELEASED TO:

**Skyline High School**  
Mesa Unified School District  
845 S Crismon Rd  
Mesa, AZ 85208  
Phone: 480-472-9400 Fax: 480-472-9611  
Skylinerecords@mpsaz.org

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_  
Last First

### RECORDS TO BE RELEASED FROM

School Name \_\_\_\_\_ School Name \_\_\_\_\_  
\_\_\_\_\_

City, State & Zip Code \_\_\_\_\_ City, State & Zip Code \_\_\_\_\_

Phone No. \_\_\_\_\_ Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Please fax the following information to the attention of the Registration Office

- Birth Certificate
- Immunizations records
- Official transcript – please fax unofficial and mail official
- Withdrawal form
- Withdrawal grades
- Standardized test scores
- Current class schedule
- Discipline records
- Attendance records
- Legal documents regarding custody
- IEP/SPED/MET records - (if applicable, please forward copy of this request to appropriate department)
- 504 plan

We do not need the cumulative student file.

The Family Educational Rights and Privacy Act (FERPA), 34 CFR § 99.31 (a)(2), allows schools to send educational records to a school where the student has enrolled or seeks to enroll **without the parent's signature.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

1<sup>st</sup> Request \_\_\_\_\_ 2<sup>nd</sup> Request \_\_\_\_\_ 3<sup>rd</sup> Request \_\_\_\_\_